

## RESEARCH AND FILE TECHNICIAN

### DEFINITION

Supervise the organization and maintenance of complex sets of files and performs research and reference work for a technical staff.

### TYPICAL DUTIES

Sets up and supervises a set of subject files and the organization, maintenance, indexing, and cross-indexing of files concerned with classification, salary, rules, legislative actions, legal opinions and correspondence.

Maintains Classified salary schedules.

Updates and maintains the Personnel Commission web site by adding, revising and deleting agendas, class descriptions, rules and salary schedules.

Organizes and maintains case study materials for the creation of permanent classification files.

Indexes, types and gathers appendages for official minutes' index of the Personnel Commission meetings.

Updates computerized databases for the Classified Service.

Supervises the electronic retention of Classification and Compensation files.

Conducts research and does reference work for the technical staff to assist in obtaining information and data in connection with staff studies.

Locates and obtains information and materials from other District offices, organizations, and individuals.

Analyzes teacher assistant transcripts for approval of salary step increases.

Assists staff members in the use of indexes and files and in securing information.

Sets up and maintains a case study control plan for technical staff studies.

Assists the technical staff in the preparation of forms used in the Commission offices, and maintains a forms control system.

Supervises the maintenance of master electronic copies of Personnel Commission Rules.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Research and File Technician is responsible for the organization and maintenance of complex sets of files and performs research and reference work for a technical staff.

The Records Manager manages District-wide document storage and disposal activities.

Most Principal Clerk positions have major supervisory and office management responsibilities in a section or branch with a sizeable clerical staff. A few Principal Clerk positions have independent responsibility for a highly specialized clerical activity which involves few clerical workers, but involves important contacts and coordination of many details.

## SUPERVISION

General supervision is received from the Deputy Personnel Director or designee. Supervision may be exercised over clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Modern methods of indexing, cross-indexing, filing, and cross-filing a variety of materials by subject, alphabetically, numerically and chronologically
- Research and references methods and procedures
- Modern office management practices and procedures
- Principles of supervision and organization
- Data processing processes and procedures

### Ability to:

- Set up, organize, and maintain complex sets of files and records in accordance with the needs of a technical staff
- Establish and maintain indexing and forms control systems
- Use an office computer to research data
- Select and abstract articles from periodicals, and abstract rules, regulations, and legal opinions
- Read and understand the subject matter of a variety of materials, and exercise judgment in their selection, filing and cross-referencing
- Search records and furnish requested information accurately

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by college level courses in public or business administration, library science, research methods, or related subjects.

### Experience:

Three years of clerical experience, and one year of experience creating or maintaining a database to track and report on detailed information; or maintaining complex cross-referenced subject matter files. The experience may be concurrent.

The class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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